MANHATTAN COMMUNITY BOARD #8
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: District Manager	**OFFICE TITLE: District Manager**
DIVISION/WORK UNIT: Community Board #8 Manhattan	**SALARY: $80,000 - $100,000 annually** **START DATE: Not Before October 01, 2025**
HOURS: 35 hours per week* ***Additional evening and weekend work hours may be required**	**WORK LOCATION: 505 Park Avenue** **Suite 620, New York, NY**

JOB DESCRIPTION

Community Board 8 Manhattan (CB8M) is a New York City governmental agency representing the Upper East Side and Roosevelt Island. The Board plays an advisory role on a wide range of matters affecting the district's residents, businesses, and institutions. The Community Board office provides critical administrative support to the 50 all-volunteer Board members and assists and serves the CD8 public in addressing municipal service delivery issues. For further information regarding CB8M, please visit our website: cb8m.com

The District Manager is the chief administrative officer of CB8M, responsible for overseeing the daily operations of the Board office, supervising staff (up to three (3) additional City paid staff members), managing constituent services, and supporting the Board in its mission to improve the quality of life in Community District 8. Under the direction of the CB8M Chair and Board Officers, the District Manager is responsible for monitoring and evaluating the delivery of municipal services, land use, and zoning issues and budget management concerns within CD 8 and actively participating in the coordination of the delivery of these services. The District Manager works closely with the Board Chair, Board Members, city agencies, elected officials, community stakeholders, and the public.

The District Manager's job responsibilities include but are not limited to:

- Operation of the Community Board in a professional and courteous manner; responding expeditiously to the needs of Community District 8 and its Board;
- Supervision and administration of the Board office; managing day-to-day operations including direct supervision of office staff, and periodic performance reviews;
- Providing administrative support to the Board Chair, Board Officers, and Committee Chairs;
- Managing logistics of all Board and Committee meetings including in-person, virtual, and hybrid meetings as well as maintaining familiarity with matters before CB8M Committees;
- With the Board, setting the long-term vision and short term goals for District 8 and the Community Board;
- Overseeing and coordinating CB8M communications and technology outreach including website, newsletters, public notices and social media;
- Developing in coordination with the Board, annual operational budgets including financial and strategic projections, as well as materials and presentations to articulate CB8M needs;
- Resolving Community District 8 constituent complaints including complaint tracking and follow-up services provided by municipal agencies;
- Presiding over the Community District 8 Service Cabinet meetings including follow-up on open issues; proactively maintaining relationships with Cabinet members including city and non-profit service providers within the district, elected officials' offices, Business Improvement Districts and others as needed;
- Representing CB8M at monthly Borough Service Cabinet meetings;
- Representing CB8M before government agencies, at public hearings, at community-based functions and meetings as well as other civic events as directed by the Chair;
- Developing and maintaining relationships with key figures in government, non-profits, community and civic Organizations, and other stakeholder groups; and
- Carrying out the directives of the Community Board; tracking, following up and reporting on the status of actions taken as a result of CB8M resolutions.

MINIMUM QULIFICATIONS

1. A baccalaureate degree from an accredited college and two years of full-time satisfactory experience in community work, public administration or planning or related fields, or public information or relations, of which one year must have been in a supervisory or administrative capacity; or

2. An associate degree from an accredited community college and four years of full- time satisfactory experience in community work, public administration or planning or related fields, or public information or relations, of which one year must have been in a supervisory or administrative capacity; or

3. A four-year high school diploma or its educational equivalent and six years of full- time satisfactory experience in community work, public administration or planning or related fields, or public information or relations, of which one year must have been in a supervisory or administrative capacity; or

4. Education and/or experience which is equivalent to "1", "2" or "3" above

PREFERRED QUALIFICATIONS

- Knowledge of the New York City and State government landscape as well as NYC Charter, laws, rules, and regulations affecting the work of CB8;
- Experience in the affairs and/or operations of a Community Board and its rules of governance;
- Knowledge of the CB8M neighborhoods and communities;
- Demonstrated knowledge of civic engagement issues; passion for public service;
- Personal qualities that include integrity, strong interest in the work of the Community Board and its demographic needs; respect for diversity; and the ability to inspire and motivate;
- Excellent organizational, analytical and critical thinking skills;
- Experienced leader with at least 3 years management experience for a complex organization, preferably in the public or nonprofit sector;
- Experience working as a member of a collaborative team;
- Experience administrating video conference tools including Zoom and livestreaming to social platforms;
- Ability to identify and implement technology solutions to improve office management and efficiency and to train staff to implement those solutions;
- Excellent written and verbal communication skills;
- Experience in social media, electronic mailing lists, and other collaboration tools;
- Ability to effectively engage diverse stakeholders;
- Ability to initiate, develop, organize, manage and balance multiple projects;
- Experience in working with a small team;
- Detailed oriented, enjoy interacting with people on a daily basis;
- Ability to adapt to change in a fast-paced environment, like being part of a team; and
- Passionate about public service and helping others.

TO APPLY

Interested candidates must take the following steps:

1. Email a cover letter and resume in a word or PDF document to HIRING@CB8M.COM with **"DISTRICT MANAGER"** in the subject line:

2. Apply for position on the **CITYJOBS Website**:

   - City Employees may apply by going to Employee Self Service (ESS) http://cityshare.nycnet/ess , Click on Recruiting Activities/Careers and search for **Job ID# 720070**

   - Non-City Applicants may apply by going to https://cityjobs.nyc.gov and search for **Job ID# 720070**

ADDITIONAL INFORMATION

Submission of an application package is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

New York City residency is required within 90 days of appointment.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.

The City of New York and the Manhattan Borough President's Office is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.